

Contact us

Log work requests at

[www.nd.gov/vr](http://www.nd.gov/vr)

(701)328-2773

vendorREGISTRY

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# vendorREGISTRY

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WELCOME

1099 TRAINING

FORMS

VENDOR REGISTRY WORK REQUESTS

ACH EMAILS



**WELCOME Kelly!**— Vendor Registry welcomed Kelly Binder on 9/8/14. She will be assisting with providing technical support for the Vendor Registry helpdesk and Purchasing modules within PeopleSoft. She is a welcomed addition to our team!

**1099 Training**—Any new or current employee that will be working with the Vendor Registry Work Request System and 1099 Reporting that would like one on one training are asked to call Robyn Helgeson at 701/328-2773 or email [rkhelgeson@nd.gov](mailto:rkhelgeson@nd.gov) to setup a time.

**Forms**—The North Dakota Vendor Registry would like to invite you to explore our website at <http://www.nd.gov/vr/>. Here you will find useful information such as Using Payees/Vendors in PeopleSoft; 1099 Reporting for State Agencies; Instructions on UPK OnDemand training for 1099 reporting and purchasing, Payee (Vendor) Forms, PeopleSoft Purchasing Module. Take note of the Forms **Substitute IRS Form W-9 SFN 53656** ([84kb pdf](#)), **ACH (Direct Deposit SFN 51620** ([84kb](#)

**Vendor Work Request System**—To provide the best service possible, we request all agencies use the Vendor Registry Work Request system for any assistance. This application is used to receive and track all agency requests for vendor setup and changes, 1099 questions, and Purchase Order assistance. Vendor Registry asks that all agencies send all requests through this system rather than phone calls or emails. Tracking of this information and paper trails are important. This system is monitored while emails and voicemail communications to individual staff members are not as easily accessible and will result in delayed service..

### **ACH Email Notifications:**

PeopleSoft will send email notifications to vendors that have opted in when a payment via direct deposit has been made to their bank account. If you have vendors that would like to opt -in, have them complete the ACH Authorization form found on our website and return it to the designated contact at your office.